



USAID | HONDURAS

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Vacancy Announcement No. ST-FN-18-13

OPEN TO:	All interested candidates who have the required work and/or residency permit
FULL LEVEL OF PERFORMANCE:	FSN PSC – 11
LOCATION OF POSITION:	Economic Growth Office (EG), Tegucigalpa, Honduras
POSITION TITLE:	Project Management Specialist (Food Security & Energy)
OPENING DATE:	April 23, 2013
CLOSING DATE:	May 8, 2013
WORK HOURS:	Monday through Friday (40 hours per week)
SALARY:	Compensation will be in accordance with the Local Compensation Plan (LCP). In addition to a generous benefits package, monetary compensation ranges from L. 597,060.00 to L. 1,014,996.00 per year.

BASIC FUNCTION:

Serves as a Project Management Specialist providing technical and policy input and support for USAID/Honduras agricultural, energy, and food security projects under Development Objective (DO2), Poverty Reduced through Sustainable Broad-Based Economic Growth. The incumbent is responsible for technical leadership for USAID Energy and Food Security programs, particularly trilateral programs, which are of high diplomatic importance to the Governments of the United States and Brazil. Responsibilities will also include ministerial level engagement with the Government of Honduras (GOH) and international donor community. The position leads the development, management and evaluation of food security programs, including overall design as well as the management and monitoring of the technical aspects. The position is responsible for the achievement of the results established for Energy and Food Security Programs, as presented in relevant USAID-approved strategic and procurement documents.

MAJOR DUTIES AND RESPONSIBILITIES:

This job description summarizes the core responsibilities assigned to the position; however, it in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

1. Technical Expertise and Leadership - 40%

- Manages program instruments, such as Cooperative Agreements (CA), Implementation Letters (IL), Development Credit Authority (DCA) guarantees, and regional programs to bring about greater energy access and food security to Honduras for energy provision to rural areas and for synchronizing and harmonizing energy networks enabling the purchase and sale of energy from one Central American state to another to help businesses increase efficiency through energy conservation and efficiency technologies and techniques under the rubric of CAFTA-DR adjustment assistance.
- Pursues leads for private sector engagement in the development of Honduras, including from the Office of Development Partners, negotiates Memorandums of Understanding for private sector participation, and manages resulting projects.
- Utilizes and oversees Global Development Alliance (GDA) arrangements and DCA guarantees to support development objectives.
- Assists in the management of ongoing activities, including undertaking field trips to monitor implementation.
- Prepares concept papers, technical recommendations, and complex analytical reports, and other analytical inputs for new project designs and contributes to the development of scopes of work for new project procurements.

- Leads assessments of highly technical energy and agriculture areas, particularly energy and agriculture related to adaptation to global climate change.
- Serves on technical evaluation committees for the award of new instruments.

2. Technical Coordination - 30%

- Takes part in regular meetings with program implementers, government counterparts, and other partner organizations, at the level of minister and vice minister.
- Represents the Mission to USAID Washington and the Feed the Future (FTF) inter-agency process in order to ensure energy and food security programs are effectively coordinated with policy makers in DC, including high-level visits from USG Agencies. Represents USAID to the GOH at all levels. This includes conducting on-going dialogue at the ministerial level on energy and food security policy issues.
- Contributes to a growing global community of practices around energy and food security, through presentations to experts at conferences, analytical papers.
- Will also provide technical energy expertise and guidance to other Feed the Future and Global Climate Change programs with renewable energy components, including ACCESO and Proparque.
- Serves as the resident expert in Cost Benefit Analysis.
- Participates in working groups to address specific issues.

3. Program, Budget, and Financial Oversight - 20%

- Develops action memos, waivers, and other internal approval documents and moves them through the clearance process.
- Participates in the semi-annual portfolio review.
- Takes part in program performance and financial audits.
- Prepares foreign assistance documentation and reports related to Country Operational Plans, Development Objectives, Operating Year Budgets, and Monitoring and Evaluation plans, as well as, contracts, cooperative agreements, grants, results framework indicators, and performance reports.
- Analyzes project expenditures and pipelines and updates procurement plans.
- Reviews periodic reports submitted by implementers, and contractor/project final reports and prepares necessary internal documentation related to close-out.

4. Program Outreach and Communications - 10%

- Works with USAID/Honduras and USAID/Washington, U.S. Embassy and Implementing Partners to develop strategies and actions to effectively communicate USAID program results, impacts and success stories. Publicly represents USAID at events, giving public remarks on behalf of the mission. Performs other responsibilities as directed by the EG Director or designee.
- Serves as control officer for the logistics of high-level visits (CODEL, etc.).

REQUIRED QUALIFICATIONS:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

EDUCATION: Masters in Economics, Business Management/Administration, Energy Policy, Finance, Engineering, Agriculture, Public Policy, Project Management, or closely related field of specialization is required.

EXPERIENCE: At least ten years of highly skilled experience in economic growth, with demonstrated practical experience managing projects with numerous and diverse stakeholders is required. Of this prior experience, at least three years must be demonstrated on relevant program management or project-like management.

LANGUAGE:	Level IV (fluency) in English and Spanish is required. This will be tested. At this level, the incumbent must have a high degree of proficiency in both the written and spoken language, including the ability to translate. On occasion, the job holder may need to act as an interpreter. Written English skills are particularly important. Must be able to clearly express ideas moreover, concepts accurately both verbally and in writing.
KNOWLEDGE:	Detailed knowledge of Honduras' food security, trade, economic growth and environmental matters is required, as it relates to either agriculture, renewable energy/clean energy promotion, and natural resource problems and constraints. Must also have profound knowledge of the country's economic characteristics particularly regarding rural development and constraints to energy provision in these areas. Must have excellent knowledge of contracts and grants management.
SKILLS AND ABILITIES:	Must have the ability to plan, design, organize, manage, monitor, and evaluate complex programs. Outstanding team-work, organizational, and interpersonal skills and ability to interact effectively with counterparts at ministerial levels in three Governments – Honduras, the United States, and Brazil is required. Must have the ability to identify host-country significant economic, social, and political trends, problems, and solutions, and their impact on USAID activities. Must be able to develop and maintain a wide range of senior-level contacts in the public and private sectors. Must have ability to write clearly and concisely, in English and Spanish, including correspondence to high-level officials in the public and private sectors, and legal documents such as Memorandums of Understanding, and draft/review/comment on complex program design and highly technical reports and assessments, on energy provision to rural areas, the technical application of new energy technologies for rural producers – such as biodigesters, solar sources, hydro and microhydro units, etc. Outstanding computer skills, particularly with excel, and other Microsoft Office applications, are required. The incumbent will be required to perform financial cost benefit analysis, a sophisticated economic methodology, to determine the feasibility and sustainability of technology applications and new activities.

ADDITIONAL SELECTION CRITERIA:

1. The Contracting Officer will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current Ordinarily Resident employees (OR) must have worked in their present position for at least one year in order to be eligible for consideration.
3. Current Ordinarily Resident employees identified as needing improvement in their interim report during the mid-cycle review or with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Work Plan and Performance Evaluation Report are not eligible to apply.
4. All candidates for employment with the US Mission must pass a background/security investigation and a medical certification. Any employment offer with the US Mission is contingent upon a candidate's ability to secure the necessary certifications.
5. All Ordinarily Resident applicants must be a naturalized citizen of the host country or have the required work and/or residency permits to be eligible for consideration.

TO APPLY:

Interested applicants for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
2. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; or
3. A current resume or curriculum vitae that provides the same information found on the UAE; plus
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

By Mail: Send to American Embassy, Human Resources Office, Room 335, and P.O. Box 3453, Tegucigalpa, Honduras.

In Person: Hand-carry and deposit in drop box located at the entrance of the American Embassy, Post # 3, Avenida San Carlos.

Via Email: hrot3@state.gov

POINT OF CONTACT:

Human Resources Office

Attention: Claudia Tovar

Telephone: 2236-9320 Ext. 4743; Fax: 2221-4002

CLOSING DATE FOR THIS POSITION: May 8, 2013

The US Mission in Tegucigalpa, Honduras provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

See <http://honduras.usembassy.gov> or <http://transition.usaid.gov/hn/employment.html>
for additional information and employment opportunities

Appendix A

1. **Not Ordinarily Resident (NOR)** - An individual who:
 - Is not a citizen of the host country; and,
 - Does not ordinarily reside (*OR*, see below) in the host country; and,
 - Is not subject to host country employment and tax laws; and,
 - Has a US Social Security Number (SSN).
 - NOR employees are compensated under a GS or FS salary schedule, not under the LCP.
2. **Ordinarily Resident (OR)** - A Foreign National or US citizen who:
 - Is a local resident; and,
 - Has legal, permanent resident status within the host country; and,
 - Is subject to host country employment and tax laws.
 - EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).